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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020022-0

TO : Chief of Logistics

FEB 17 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operation (continued item) -- Generally plant operations are normal, pressures have been less noticeable during the week and opportunities have been afforded to catch up on certain phases of work. Overtime will still be necessary to collate sections of the large OCD job.

2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- We have been advised that RE&C has approved our request for additional acoustic tile and plumbing to complete this project. We understand a work order written to GSA on this work was written 15 February 1955.

In spite of follow requests there has still been no date set for commencing the remodeling of the transformer room.

b. Securing the Large Press Room (continued item) -- This project is complete except for the installation of a three-way combination lock in the door by Security Office. As soon as this installation is accomplished the system will be check and tested.

c. Painting of Cafeteria (continued and completed) -- This project has been completed. The colors add materially in providing pleasant surroundings where employees may eat their lunches.

d. New Badge for Visitors (continued item) -- No change.

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3. OTHER ITEMS OF INTEREST

a. [REDACTED] Materials (continued item) -- We have had no further instructions on the leaflet mentioned in last week's report.

An informal inquiry concerning the possibility of the Agency's doing its own paper coloring has been received from the DD/P area. A visit to the Pentagon's Defense Printing was made to see what types of facilities existed there. They have a Dutro-Colorverter that will handle rolled stock up to 28" wide that can be colored any shade by the analine dye process at a high rate of speed. A chopper to cut the rolls to sheets on a Web fed press that prints rolled stocks would have to be acquired to solve a practical problem. This information is being passed on to the DD/P area.

b. Rush Work (continued item) -- The rush jobs for Cartographic Division of ORR were completed on schedule. Also a considerable amount of budget work was completed over the week-end and delivered on Monday.

c. Dissemination of Agency Regulatory Issuances (continued and completed) -- P&RD assumed distribution of Agency Regulatory Issuances on 14 February 1955. A review of distribution lists provided this Division resulted in at least one distribution being referred back to the originating office. This was the Recreation Association Newsletter.

d. AFOIN Maps for OCI (continued item) -- The printing has been completed on this item. The folding, trimming, and binding should be complete within the coming week.

e. Current Index of Agency Regulations (continued item) -- Further meetings have been held concerning the method to be used in keeping this index current and the printing of it. It appears that linotype and letterpress offer the best solutions. The type will be set and kept in galley racks and as corrections are made by Regulations Control Staff new slugs will be inserted into the index. Periodically the changes will be reprinted. Since Records Control Staff cannot implement this program for some time it will not be reported again until action is taken.

f. Training Support (new and complete) -- In cooperation with the LO Training Officer 19 students enrolled in the Sixth

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LO Support Course were given a tour of the Printing and Reproduction Plant and indoctrinated in P&RD policies and procedures.

Also during the week [REDACTED] of the Agency military headquarters were given a similar tour and indoctrination.

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g. FI Support (new and complete) -- RQM/OIS has required the printing of a 25 page News Highlight Supplement once a week for the next 8 weeks. This request is made because of the Southeast Asia Conference that will shortly convene. P&RD has agreed to accept this added requirement.

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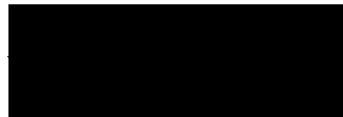
h. FI [REDACTED] Permanent Copy File (new and complete) -- P&RD reached an agreement whereby FI [REDACTED] would accept the transfer of their permanent copy file of reports for maintenance providing P&RD would provide working space for OCD Coding Unit. This agreement has been consummated, thus finally relieving P&RD from filing any copies of FI reports printed in Plant No. II.

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4. SPECIAL PROBLEMS

a. None.

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